

● Plan Review Guidelines and Application

All first time Plan Review Submittals require a completed Application Form. Processing of Submittals is completed in date order, (first come first served basis) within 4 to 6 weeks after the date received. Plans will be returned via UPS Ground Transport. NO FEES ARE REQUIRED.

DOCUMENTS REQUIRED FOR PLAN REVIEW SUBMITTALS

1. **One (1) Full Size set Plan/Blue Print**
2. **One (1) copy of Specifications**
3. **Completed Plan Review Application** *(unless otherwise noted completed plans will be returned to the contact person named on the application)*

The Office of the State Fire Marshal conducts Plan Reviews for -

- **Addendum**
- **Automatic Sprinkler** - requirements: - Calculations and Piping Layout
- **Back Checks** - requirements: - one clean revised set of Plan along with the mark-up State Fire Marshal check set.
- **Change Orders**
- **Clean Agent Systems and other Pre-action Systems**
- **Fire Alarm** - requirements: - SFM Listing and Equipment Data Sheets. This can be found on the Fire Marshal's Website under Engineering.
- **Information Bulletin**
- **Kitchen Hoods & Duct Fire Suppression Systems**
- **Preliminary** – (50% of Construction Documents)
- **Over the Counter** – Reviews should be limited to MINOR TENANT IMPROVEMENT/UPGRADES e.g. ADA, Lighting Upgrades, and Modular furniture, Site Plan for Modular Buildings, Restrooms, Small Toilet Building and Small Storage Building. Blue prints should not be more than 15 sheets.

The State Fire Marshal also holds **Conferences** to discuss concerns regarding upcoming projects.

There is no waiting period for:

- Back Checks
- Change Orders
- Addendums
- Over the Counter

These reviews may be completed by making an appointment with a Deputy State Fire Marshal. You also have the option of mailing in Back Checks, Change Orders and Addendums in which case they are completed and returned within 5 working.